

Keys to Success for Elimination of Extras and Lates

- TSA Printer must be activated this week
- Use of SV is imperative
- Double Stacking is a requirement when bulking out
- Repurpose underutilized afternoon DU runs to pickup mailer volume

Extra Trip Reasons:
Late FedEx Flight
Extra Flight due to Mitigation
THS Pickup
Current Customer Pickup
New Customer
THS Drop
Late Break at THS
Regularly Scheduled Network Extra
DRO
Unplanned Excess Volume
Contractor Omitted Service
Contractor Late trip
Driver health Emergency
Contingency Planned Offloads
ISC Offloads
Emergency (civil unrest, Covid related, weather)
Sunday Transportation

Directs via the STC
MTE
Parcel returns
STC

Decision Point	If Yes	If No
Can it be processed in time to meet service	Acceptable	Not Acceptable
Was extra flight authorized by HQ	Acceptable	Not Acceptable
Normal Flight - Scheduled	Acceptable	Not Acceptable
Is it a scheduled trip	Acceptable	Not Acceptable
Must be approved through HQ	Acceptable	Not Acceptable
Should be scheduled - not an extra	Acceptable	Not Acceptable
HQ Notification- Can we make service	Acceptable	Not Acceptable
Requires HQ approval	See notes	See notes
Are you RPGs and volume aligned properly	See notes	See notes
Will you make service and is the last service responsive trip Double stacked	Acceptable	Not Acceptable
Did the contractor fail to run the trip	Acceptable	Not Acceptable
Can service be achieved	See notes	See notes
Will this cause regular trip to not run	Acceptable	Not Acceptable
Are these trips approved by Area	Acceptable	Not Acceptable
Are current trips being fully utilized	Acceptable	Not Acceptable
Notify/Approval from NOCC	Acceptable	Not Acceptable
Bulk out expected on Monday, Trips on both days will be fully utilized	Acceptable	Not Acceptable

Extra or regular service to move directs to the STC - Requires HQ approval - STO	Acceptable	Not Acceptable
Have 48 postions been loaded on the trailer	Acceptable	Not Acceptable
Requires HQ approval	Acceptable	Not Acceptable
Same as the Plants	See notes	See notes

Note
THS runs should be scheduled and aligned properly to arrival - should not be extra service
Must be fully utilized
Must be utilized , deviation first
SV will be utilized to determine if the extra is allowable, Operating plan must be met
Normal Trip should be held and run late. Late trip for this reason is authorized.
Consult with HQ Surface Operations to set up regular trip and find offsetting cuts
Ensure RPGs reflect actual processing times and volumes. Adjust last trip to current processing capabilities
SV will be utilized to determine if the extra is allowable, Operating plan must be met
will it be service responsive , if not can it be combined the following day
Extra only if service can be made and if the late will not be service responsive
Notify HQ NOCC
Should be part of mitigation
Notify HQ operations
Notify HQ NOCC/STO
SV will be utilized, if you run Sunday , must eliminate Monday unless SV supports bulk out

Directs must not be moved to the STC , trip should be double stacked and dispatched from origin

Requires HQ Approval, trips to the MTESC must follow SOP - 48 scans

Request approval, we should not be running transportation for returns unless we have it in an NSA

Same rules as above apply